

**APPLICATION AND GUIDELINES FOR APPLYING
TO THE TAP *REVISIT* PROGRAM
June 2011—December 2012**

***THIS APPLICATION IS OPEN ONLY TO INSTITUTIONS WHO RECEIVED
ASSISTANCE DURING PREVIOUS CYCLES OF THE TRAVELING ARCHIVIST
PROGRAM***

Purpose:

The TAP (Traveling Archivist Program) *Revisit* Program provides an opportunity for institutions that have previously benefitted from the TAP to concentrate on one area for continued improvement or to initiate and implement a special project based upon the site visit recommendations. Does your historical society need to assess the condition of the collections? Do staff and volunteers need additional training in preparing finding aids or catalog records? Does your institution need help with writing a collection policy? Does your library need help in completing a disaster preparedness plan?

The TAP *Revisit* program provides another site visit to help your organization and staff implement recommendations provided in your original TAP site visit report. If your institution is selected to participate, Dr. Keiner will design a "revisit" tailored specifically to address the issues you identify.

Eligibility:

This application is open only to those institutions who received previous TAP visits in 2009-2010. **Institutions selected to participate in this program must complete a follow-up evaluation documenting the ways in which the services and activities of the Revisit program improved collection care and management.**

How to Apply:

Online applications are preferred. Online applications must be received by **5:00 p.m., June 30, 2011** and may be e-mailed to:

Dr. Harry C. Keiner
keinerhc@appstate.edu

Please type "***TAP Revisit***" in the subject line.

Paper copies will be accepted if they are postmarked no later than **5:00 p.m., June 30, 2011**. Paper copies of the application may be mailed to:

Dr. Harry C. Keiner
100 Botany Dr.
Asheville, NC 28805

Questions relating to the TAP REVISIT application may be addressed to Andrea Gabriel, North Carolina State Archives, 919.807.7326, Monday—Friday, 8:00 a.m. to 5:00 p.m.

TAP REVISIT APPLICATION

1. Name of Institution:

If part of a larger institution, please list parent organization:

Your Name (Print):

Your Title:

Mailing Address:

Street Address (If different than mailing address):

City:

County:

Zip:

E-mail:

Telephone:

Fax:

Web site:

Date of this application:

Congressional District:

2. Primary Type of Institution (Check only one):

____ Archives; ____ Library; ____ Historical Society; ____ Genealogical Society; ____ Historic Site/House; ____ Museum; ____ Other; please describe

3. Please list date of first TAP visit: _____

4. What services were provided to your institution during the TAP visit?

5. Please describe how you have used the recommendations from the TAP visit to improve preservation of and access to your collections. Include any public awareness and outreach opportunities and tools you have used to promote your collections.

6. On which specific recommendation in your site visit report would you like to concentrate?

Check One:

- ☐ Organizing a collection survey and inventory
- ☐ Establishing accession policies and procedures
- ☐ Improving and reorganizing storage rooms (shelving, environmental controls)
- ☐ Basic conservation for collections (cleaning, foldering, boxing)
- ☐ Implementing a project for basic scrapbook conservation and access
- ☐ Workshop for staff on preservation best practices
- ☐ Workshop for staff on access best practices (cataloging and writing finding aids)
- ☐ Other (state briefly):

7. Based on your choice above, please describe the type of assistance you need and list specific projects you would like to implement with the assistance of the Traveling Archivist.

8. If your project requires supplies to implement, such as record center cartons, Hollinger boxes, acid free folders, interleaving paper, Mylar photo sleeves, etc., please supply a list below with approximate amounts.